

RESUME

SHUBHAM MAHESH SAWANT

Email:-shubhamsawant1107@gmail.com

Mobile No: 8689930925

PROFESSIONALEXPERIENCE:

VijaySalesPvt.Ltd

Oct 2020 – Dec 2021

SalesExecutive

Industry:Retail

- Sales, Customer Support And Back Office Customer calling

Standard Trading Company

Oct 2023 – Sep 2024

Back office executive

Industry: Retail/Trading

- Filing documentation, handling files of multiple teams

EDUCTIONALPROFILES:

- BSC-IT fromMumbaiUniversity(2021)BY (CGPI-6.47)
- Higher Secondary(10+2)PassedfromMaharashtra Board(2017)BY(54.62%)
- SecondarySchoolExaminationSSCPassedFromMaharashtraBoard(2015) BY(74.20%)

ADDITIONALKNOWLEDGE:

- OperatingSystem :WindowsXP,Win7,10
- Application Knowledge : MS Office
2003,2007,2010,2013& Office 365,Advance Excel

- MSC-IT Computer course in 2015-16
- English Typing, 30 W.P.M

HOBBIES:

- Playing Cricket
- Reading Books
- Swimming
- Travelling

PERSONAL PARTICULAR:

Date of Birth : 17th March 2000
Sex : Male
Marital Status : Single
Nationality : INDIAN
Languages Known : Marathi, Hindi & English.
Permanent Address : New panvel, Navi Mumbai – 410206.

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Yours Faithfully

(Shubham Mahesh Sawant)